

THE MAD HATTER



A DOUGLAS NEWSLETTER

Monday, March 13, 1978

DOUGLAS COLLEGE LIBRARY
ARCHIVES

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Room	Phone	Name
413E	275	Clarke, Bruce
413D	255	Blair, Liz
413C	253	James, Glen
413B	254	Lewis, Nicholas
413A	245	MacAdam, Andrew
413	255	Sticook, Marlene
412D	253	Stevens, Andrew
412C	249	Wheeler, Anne

THE MAD HATTER
 A Douglas College Newsletter
 published weekly during the spring
 and fall semesters, bi-monthly in
 the summer semester
 by
 Douglas College Technical
 and Vocational Institute
 P.O. Box 2503, New Westminster, B.C.
 Editor: Judie Steeves, Surrey campus
 Telephone: 588-4411, loc. 283

Notice Board

FISCAL YEAR END - MARCH 31, 1978

In preparation for year-end, we ask your co-operation in the following:

a. INVOICES

Please return all approved invoices to the Purchasing Department as promptly as possible. Should there be any queries or inaccuracies on invoices, please call so that we are able to complete changes that will affect year-end figures.

b. REQUEST FOR HONORARIA, ETC.

Please have all requests for payments for services rendered prior to year-end, completed and forwarded to the Accounting Department by MARCH 27, 1978.

c. EXPENSE REPORTS

Please have all reports for expenses incurred prior to and including March 22, 1978, submitted for approval by March 27, 1978.

We also ask that all Deans, Directors and Supervisors forward the approved expense reports to the Accounting Department for processing by MARCH 30, 1978.

LATE SUBMISSIONS FOR ANY OF THE ABOVE, WILL BE CHARGED AGAINST THE 1978-79 BUDGET.

P. Karen Warren

JACK WEBSTER SHOW

On March 16th at 8:30 a.m., Eric Green (CFF), Pat Thomas (BCIT), and Barrie Brill (VCC) will be appearing with Jack Webster. Anticipated topics are Bill 82 and the Distance Learning Institute. For anyone wishing to phone the show, the number is: 685-9181.

THE END OF THE LINE

A simulation game in social gerontology

IF you are:

- someone interested in working with the elderly
- a student of the aging process
- interested in one of the helping professions
- interested in learning about simulations as a learning tool

then you will be interested in participating.

Limited to 30-35 players; overflow to be observers.

DATE: March 28, 1978 (Tuesday)

TIME: 1 - 4 p.m.

PLACE: Surrey Campus, Room 415

If interested contact: Phil Warren, Local 262/S.

If we can't be reached, leave your name and phone number. We will put you on the list of participants.

PHONE BOOK AMENDMENTS effective 20 March 1978

Instructional Resource Centre:

Name	Phone	Room
Clarke, Bruce	272	413E
Glass, Liz	255	413Q
James, Glen	253	413F
Lewis, Nicholas	254	413G
MacAdam, Andrew	242	413H
Silcock, Marlene	255	413R
Steeves, Judie	283	413Q
Wheeler, Anne	249	413P

Notice Board

FREE MODERN LANGUAGES CONVERSATION SESSIONS

FRENCH, GERMAN, SPANISH

Herewith the schedule of the conversation sessions available at the college between now and mid-April. Anybody is welcome to drop in regularly or not, and for the whole session or not. You may take your lunch with you.

New Westminster---

FRENCH: 12-2 Mondays, N110
12-2 Thursdays, N110
12-2 Tuesdays, N308

GERMAN: 9-11 Mondays, N106 or 103
11-12 Fridays, N304

SPANISH: 12-2 Mondays, N106
12-1 Tuesdays, N110
12-1 Wednesdays, N110

Surrey -----

FRENCH: 12:30-2 Mondays, Library Rm. D
2-3 Tuesdays, same room
1-2 Thursdays, same room

SPANISH: 2:30-4:30 Wednesdays, same room
2:30-4:30 Fridays, same room

Richmond---

FRENCH: 11-12 Mondays, R406
1-2 Mondays, R406
1:45-2:45 Wednesdays, R406
2-3 Mondays, R406

SPANISH: 12-2 Thursdays, R406
12-2 Fridays, R406

CONVERSATIONALISTS:

FRENCH- N: Esther Bouchard & Mimi Bortoluzzi
S: Rita Bedard
R: Cecile Sautier

GERMAN- N: Doris Stubenbeck

SPANISH-N,S,&R: Carlos Rabago

-----Chris H.D.

Personal Finance

If you have a Registered Retirement Savings Plan (R.R.S.P.), make sure you have designated a beneficiary to receive its proceeds if you die.

If no beneficiary has been named, the proceeds will be taxed as income to you in the year in which you die. On the other hand, if you designate your spouse as beneficiary, for example, proceeds may be transferred free of tax to an R.R.S.P. established for your spouse, and taxes deferred until age 71.

It is easy to name a beneficiary without changing your will - merely go to your R.R.S.P. trustee/vendor, and sign the appropriate form. If you have more than one R.R.S.P., remember to sign one form for each. It could be an expensive oversight; when I lie on my deathbed, I really don't want to think about the Minister of Finance.

Murray Leslie
Business Division
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On the outside...

MARCH 1 - APRIL 2

TWO WOMEN EAST AND WEST

IONE MC INTYRE - paintings loosely based on a family album theme.

EDNA MYERS - prints, from Montreal.

The work of these two women, similar yet different, from east and west, invite comparison

BOULDER COLLEGE LIBRARY
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A Management Development Program for Women*

Continuing Studies
Simon Fraser University



Women as Managers

March 16 and 17
Simon Fraser University

This two-day workshop is designed for female supervisors and managers, and those who manage women who wish to develop a more effective framework for dealing with the unique problems faced by women as managers. The seminar is both a skill-building and confidence-improving experience. It is planned to help participants assess and practise essential managerial skills, and at the same time to be exposed to some of the more current management theories. Also, the workshop will examine male/female sex stereotyping of women as managers and the implications for women in the organization. It will explore ways of overcoming obstacles between women managers and achievement.

Topics

- management styles
- situational sensitivity and management diagnosis
- leadership and motivation
- power and decision-making
- the issues of women as managers

Format

The seminar will involve a combination of experiential exercises, workshops, discussion, theory and information on current management topics. Emphasis will be on the active involvement of all participants.

Date and Time

Thursday, March 16, 9 a.m.-4 p.m.
Friday, March 17, 10 a.m.-5 p.m.

Location

Room 3171 Administration Building
Simon Fraser University

Fee

\$75.00 (includes tuition, lunches and course materials)

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Preregistration

Preregistration is required by March 10.
Enrolment is limited.

For Further Information

Contact the Office of Continuing Studies,
Simon Fraser University, 291-4304.

Instructor

Allan R. Cahoon, M.Sc. (Brigham Young University); Ph.D., Public Administration (Syracuse University); Professional Development Program, N.T.L. Institute for Professional Development. Dr. Cahoon is currently with the Faculty of Business at the University of Calgary.

Application for Registration Form

Women as Managers

Spring 1978

Name _____

Address _____

Postal Code _____

Home Phone _____

Employer _____

Occupation _____

Business Address _____

Postal Code _____

Business Phone _____

Fee: \$75.00

I enclose \$ _____

For registration by mail course fee must accompany this form. Please make cheque payable to Simon Fraser University and mail to:

Management Programs,
Continuing Studies,
Simon Fraser University,
Burnaby, British Columbia, V5A 1S6.

DOUGLAS COLLEGE LIBRARY
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1. The first part of the document is a letter from the President of the Douglas College Library to the Board of Trustees. The letter is dated 1968 and is addressed to the Board of Trustees. The letter discusses the library's activities and the need for a new building. The letter also mentions the library's collection and the need for more space. The letter is signed by the President of the Douglas College Library.